

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Sam Wilkins

DATE: September 10, 2007

SUBJECT: E-Recruitment EEO Procedures

As you know, the new E-Recruitment system will go-live this Wednesday, September 12th. One real benefit of the new system will be simplified EEO reporting for participating agencies. To facilitate EEO reporting, the NEOGOV system will run a report that will provide the required applicant information that must be submitted to the Human Affairs Commission at the end of the federal fiscal year. This report will include: candidate demographic information, total number of applicants, applicants meeting minimum training and experience requirements, and applicants interviewed. As we discussed at our most recent HR Advisory Committee meeting, to accurately capture the applicants meeting minimum training and experience requirements, you will need to consistently structure your postings in one of the following ways:

1. Add a "Supplemental Question" Step Type titled "Minimum Qualifications" in your exam plan and "Fail" those individuals who do not meet minimum qualifications;
 2. Add a "Training and Experience" step type titled "Minimum Qualifications" in your exam plan and "Fail" those individuals who do not meet minimum qualifications;
- OR**
3. If the candidates who make it to the Eligible List are all those who meet the minimum training and experience requirements for the job, you are not required to do either of the above steps, because the system will be able to identify the total number of employees placed on Eligible Lists over a given time period.

In order to accurately capture the applicants who are interviewed for the position, you will need to label the appropriate candidates as "Interviewed" in the OHC section of NEOGOV. Once a candidate has been labeled "Interviewed", the system will save the candidate's information for EEO reporting purposes. The remaining information on total number of applicants and applicant demographics will be generated within the NEOGOV system.

If you have any questions about these procedures, or any other aspects of the new E-Recruitment system, please do not hesitate to call your HR consultant or the Call Center at 803-737-0900.